

Winter Session 2015 Production Schedule

DATE	ACTION
May 27-June 20, 2014	CSS window open for Academic Departments*
May 27-July 3, 2014	CSS window open for Winter Session Office
July 11, 2014	Last day for Scheduling Office to assign classrooms in CSS
July 18, 2014	ITaCS feeds winter course information to DICES QA. Tuition should be added to DICES at this time.
July 21-July 25, 2014	Winter Session course managers check data feed in DICES QA to make sure active courses copied over correctly.
Beginning July 28, 2014	ITaCS activates LIVE DICES. Departments must also enter special fees and Winter Session course managers must update start and end dates in DICES.
	Academic Departments review courses in LIVE DICES. During this time departments may also enter any special fees that exist and update start/end dates for courses with special dates.
	Winter Session course managers review courses, special fees, and start/end dates in LIVE DICES.
September 2, 2014	Winter Session website with course information goes live
October 6, 2014	Registration for Winter Session goes live. ITaCS activates Visiting Student Registration Form.
Mid-October, 2014	Departments assign instructors/salaries in DICES (information re. instructor appointments will be sent out).
November 14, 2014	ITaCS should turn on Enrollment Report 16 in DICES.

**Please note that all SAS courses offered in Winter Session for the first time (both new courses and existing courses already on the books for the regular school year) must be reviewed and approved by the SAS Curriculum Committee before they can be offered. All past approved SAS winter courses must be re-reviewed every 3 years.*